



United
States
Department of
Agriculture

Food
Safety and
Inspection
Service

Human
Resources
Division

Personnel
Operations
Branch

Butler Square West
Suite 420C
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Minneapolis, MN 55403
(612) 370-2000
(612) 370-2062 fax
(800) 370-3747 toll-free

Dear Applicant:

Thank you for your recent expression of interest in Food Inspection intermittent employment with the Food Safety and Inspection Service. Enclosed please find: 1) a fact sheet describing what intermittent employment means in terms of tours of duty, hourly work limitations, and benefits; 2) a functional description of the physical and environmental requirements associated with the food inspector occupation; 3) a description of the basic qualifications required for entry into a Federal Food Inspector position; and 4) an Application for Federal Employment (OF-612) which must be completed, signed, dated, and returned to this office for a qualifications determination. You should indicate the specific location(s) where you wish to work in the indicated block at the top of the application form.

In completing your application, please pay careful attention to the knowledge, skills, and abilities (KSA) statements described on the "Basic FI Qualifications" sheet. Your description of your education or work experience on your application must demonstrate these KSA's. Give specific, practical examples of any experiences you've had which reflect these types of judgments, decisions, or actions.

After your application has been reviewed and your eligibility for employment determined, you will receive a Notice of Results from this office. If you are determined to be eligible, your name will be added in rank order to a list of other eligibles for the location(s) you indicated interest in. As the need for intermittent staffing occurs, names are referred for management consideration in score and veterans preference order from this register of eligibles. If you fail to qualify for the Food Inspector occupation, your application will be returned to you unprocessed.

Again, thank you for your interest in intermittent employment as a Food Inspector with the Food Safety and Inspection Service.

Sincerely,

Thomas C. Reimler
Chief, HR Systems Section
Human Resources Field Office

Enclosures

FOOD INSPECTOR

EXCEPTED APPOINTMENT

INTERMITTENT TOUR OF DUTY

This is **NOT** a permanent appointment and does **NOT** provide benefits such as health or life insurance, vacation or sick leave, or retirement benefits other than social security. The basic starting salary is \$11.84 per hour.

The number of hours you may work are limited to 1,280 hours in a service year. An intermittent tour of duty means you are not guaranteed any specific number of hours of work. You will not have a pre-scheduled tour of duty. You will be called upon to provide coverage for unstaffed inplant positions with a specified geographic area or plant. The unstaffed position may be first, second or third shift. You must be available for all shifts and must be able to report for duty within one hour after receiving a request (by phone) to report for work. You will, however, be given as much advance notice as possible.

An Excepted Appointment does not in any way guarantee selection for a permanent full-time Food Inspector position. Permanent full-time positions are filled through a formal competitive process, which includes a written test, for which you must make separate application. For information on this process contact 1-800-370-3747.

FOOD INSPECTOR

Food Inspectors are involved in post-mortem inspection of animals or poultry. This inspection activity is performed in a noisy environment in which large, moving machinery is present and cannot be stopped instantaneously. The inspector stands on slippery and uneven floors with a sharp steel knife or hook in hand to perform the majority of the inspection activities. The inspector may be required to stand on elevated platforms above the concrete floor while performing the inspection of slaughtered animal carcasses and body parts which are pulled by a mechanized chain through the plant. Water of 180 degrees Fahrenheit and high voltage electrical stimulators are in the inspector's proximity. Various atmospheric conditions ranging from excessive cold to damp, dry and extreme humidity may be found throughout the environment.

An inspector is required to perform constant and repetitive motions with both hands and wrists. Viscera inspection activities require the inspector to palpate and slice organs while standing at a moving table. Rapid hand and arm motions are required. Accurate color vision is essential to allow the inspector to notice subtle shades of product color and to make appropriate product acceptability decisions. The inspector may be required to work with hands immersed in water. To accomplish ante mortem inspection, the inspector may walk on catwalks over livestock to reach the inspection area. The inspector is required to work in a confined area with others during hours of work that are protracted or irregular. The ability to hear conversational voice is required in order to communicate effectively with supervisors and workers in this environment. In addition, the inspection work requires the ability to detect product abnormalities through smell.

FUNCTIONAL REQUIREMENTS

- moderate lifting, 15-44 pounds
- moderate carrying, 15-44 pounds
- repetitive motion of upper body and limbs (8 hours or more)
- walking (8 hours or more)
- standing (8 hours or more)
- climbing (stairs and vertical ladders)
- reaching above the shoulders
- use of fingers-dexterity required
- both hands required
- ability to detect odors
- clear speech
- depth perception
- both legs required (appropriate prosthesis allowed)
- ability to distinguish basic colors
- ability to distinguish shades of colors
- ability to distinguish abnormalities by palpation
- ability to hear conversational voice (aid permitted)
- distant vision correctable to 20/30 in one eye
- near vision correctable at 13" to 16" to Jaeger 1 to 4

ENVIRONMENTAL FACTORS

- outside and inside
- excessive heat
- excessive cold
- excessive humidity
- excessive dampness or chilling
- excessive noise, continuous
- slippery and uneven walking surfaces
- knives, hooks, and other sharp objects
- working closely with others
- working with hands in water
- working around machinery with moving parts
- working around moving objects or vehicles
- protracted or irregular hours of work

BASIC FI QUALIFICATIONS

For GS-5 positions, applicants must have one year (52 weeks) of specialized experience. Qualifying specialized experience **MUST DEMONSTRATE** the applicant's **knowledge, judgment, interpretive ability, and technical skill associated with the production of a finished product which meets all prescribed standards of quality and conforms with approved production methods.**

A. Work experience in a slaughter or processing plant, or a comparable manufacturing and production activity which prepares food for human consumption. This experience should demonstrate skills in sorting good from bad; applying, interpreting, and explaining standards, making decisions, and communicating with others. Non-technical repetitive functions are not qualifying.

B. Work experience as a meat/cutter in a wholesale or retail meat/poultry business, provided that a full range of responsible duties are performed such as cutting or butchering, sanitation, dealing with customers, meeting customer standards, use of judgement, interpretation of various requirements, and sorting acceptable from unacceptable. Deli slicing and assembly of sandwich items or meat wrapping are not qualifying.

C. Quality control or laboratory experience in the food industry or other similar production environments working with products for consumption by humans or animals (ingested/injected).

D. Managerial or supervisory responsibility in a food or livestock industry which demonstrates the applicant applied and has effective skills in communicating job requirements, evaluating results of work methods or processes, applying instruction, and interpreting standards or instructions.

E. Work experience as a chef or cook in a commercial establishment which demonstrates responsibility for proper food preparation, handling and sanitation practices. Fast food experience as a grill attendant, serving line attendant, or cashier does not demonstrate possession of these skills.

Substitution of Education:

Undergraduate education may be substituted for experience at the GS-5 level as follows:

Successful completion of a full 4-year course of study leading to a bachelor's degree in an accredited college or university, that included 12 semester hours in the biological, physical, mathematical, or agricultural sciences. ***(To receive credit for your college degree, you must provide a copy of your transcript with your application or resume.)***

VETERAN PREFERENCE **ELIGIBILITY REQUIREMENTS**

If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran preference. If claiming preference, submit a copy of your DD-214 and, if claiming 10 point preference, an SF-15 with the required supporting documentation. To qualify for 5-point preference, you must have served:

- a. during a war; **OR**
- b. during the period April 28, 1952 through July 1, 1955; **OR**
- c. for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **OR**
- d. in a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary Medal or Campaign Badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.
- e. During the Gulf War from August 2, 1990, through January 2, 1992

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

You may be eligible for 10-point veteran preference if you are a veteran who served at any time **AND** have a service-connected disability **AND/OR** have received a Purple Heart. You must submit a DD-214, SF-15, and the required supporting documentation indicated on the reverse side of the SF-15.

Candidates applying for 10-point derived preference, such as spouse, widow, widower, or mother of a veteran must submit an SF-15, and the required supporting documentation indicated on the reverse side of the SF-15.

You cannot receive veteran preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military Reserve.

Active duty for training in the military Reserves and/or National Guard is not considered active duty for purposes of veteran preference.

Additional information on veteran preference may be found in the VetGuide on the Office of Personnel Management web site at **<http://www.opm.gov>**.